



# LOMIRA PUBLIC SCHOOLS

1030 Fourth Street, Lomira, WI 53048 [www.lomira.k12.wi.us](http://www.lomira.k12.wi.us) 920-269-4396 Fax: 920-269-4996

## LOMIRA AREA SCHOOLS VOLUNTEER PROGRAM

Thank you for being a school volunteer! The Lomira School District encourages volunteer relationships which support community involvement.

This handbook has been prepared to offer volunteers specific information relating to the duties and responsibilities of volunteers at school. It cannot begin to contain all of the information necessary to meet your needs, but it is a beginning and background to help you feel comfortable in the very important task of helping to meet the needs of students and staff.

### BECOMING A VOLUNTEER

Parents and community members who are interested in volunteering at school need to complete a volunteer registration form. Since the safety and well-being of students, staff, and volunteers are paramount, criminal background checks are conducted on all prospective volunteers. All volunteer registration forms are kept on file in the district. Staff requests for volunteers are filled from the volunteer pool. Efforts are made to offer volunteer assignments in areas where a volunteer has expressed interest and feels comfortable. If, at any time, you find that the volunteer assignment given to you is not comfortable or appropriate, please contact the building administrator. Remember that **NO ASSIGNMENT IS PERMANENT**. We are always willing to work with you on finding the best assignment for you and for our students.

### WHAT VOLUNTEERS DO

- Volunteers do provide opportunities for enrichment and reinforcement of skills for students.
- Volunteers do prepare materials for staff that provide instruction for students.
- Volunteers do enrich the school program by sharing their experiences and talents with students.
- Volunteers do assist with co-curricular activities (i.e. Drama, Band, Athletics)
- Volunteers do assist school staff by providing supervision on the playground, on field trips, and at athletic practices/events.

### WHAT VOLUNTEERS DO NOT DO

- Volunteers do not administer discipline. If you have concerns about behaviors, speak to the supervising staff member.
- Volunteers do not interrogate students or investigate problems. Please report any problems to the staff member or the building administrator.
- Volunteers do not administer medications or deal with health-related issues. Please contact the school nurse or the building administrator in regard to student health concerns.
- Volunteers do not clean up bodily fluids. The custodial staff has been trained and is responsible for cleaning and decontamination of blood and body fluids. Any incident involving blood and bodily fluids must be reported to the supervising school staff member.

If you have questions or need other information, please feel free to call any of the school offices.

District Office 269-7214

High School Office 269-4026

Lomira Elementary School Office 269-4757

Theresa Elementary School Office 488-2181

## WHAT VOLUNTEERS CAN EXPECT FROM TEACHERS/COACHES

School volunteers are under the supervision of the building principal. When volunteers work with children, their activities will be under the direction of the classroom teacher or other designated staff member. The supervising staff member will provide information related to daily routines and expectations. Any other questions should be directed to the building principal. School volunteers can expect the following:

- Specific instructions for assigned tasks.
- Space in which to perform the tasks.
- Materials and equipment needed to perform the tasks.
- Feedback from the staff member as to how well the task was done.
- Advance notice when services are not needed.
- Appreciation for a job well done.

## RESPONSIBILITIES OF THE VOLUNTEERS

Volunteering in a school is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship for the students. Please keep the volunteer program running smoothly by following these guidelines.

- Maintain a professional demeanor and demonstrates behavior that promotes the dignity, respect and care for all members of our community.
- Always maintain confidentiality. Names of students, staff and information related to actions and abilities including health issues, economic status, medications and grades are never appropriate topics for discussion outside the school.
- Please be dependable. The staff you work with will depend on you to be present at your scheduled time. If you find that you will not be able to volunteer on a particular day, please notify the teacher/coach as soon as possible.
- Please be prompt. This lets the students know that they are important to you. If you must be late, please notify the school.
- During regular school hours, always sign in at the office when you enter the school and sign out when you leave. In case of an emergency, this permits us to know you are in the building so we don't forget anyone.
- During non-school hours, report to the coach or supervising staff member upon arrival and departure.

## THINGS VOLUNTEERS NEED TO KNOW

In any emergency situation, the volunteer should attempt to go to the **nearest classroom or report to the supervising staff member** and allow that individual to provide leadership. Some basic procedures include the following:

- **FIRE DRILLS** – Turn off the lights and close the door when leaving the room. Walk the students to the designated area. This is posted in all areas. Return to the building with students **ONLY** after the all clear signal is given.
- **TORNADO DRILLS** – Walk the students to the designated shelter. This is posted in all areas. Students are to be seated on the floor with their knees pulled up against the body and with head down on the knees and arms over the head. Remain in the shelter area until the all clear signal is given.
- **LOCK DOWN** – During the school day, take the students to the nearest classroom to get further instruction.
- **MINOR ACCIDENTS** – During the school day, call the office. During non-school time, contact the coach or supervising staff member. Keep the student calm.
- **LIFE THREATENING ACCIDENT** – If a serious injury occurs, do not move the individual.
  1. Call 8-911
  2. Call the office or notify the supervising staff member.



# LOMIRA PUBLIC SCHOOLS

## SCHOOL VOLUNTEER REGISTRATION FORM

Name \_\_\_\_\_  
Last First Middle Initial

Maiden Name/Other Names Used:

1) \_\_\_\_\_ 2) \_\_\_\_\_  
Name When Used Name When Used

Social Security #: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State/ZIP

Former Address: \_\_\_\_\_  
Street City State/ZIP

Phone: \_\_\_\_\_  
Home # Work/Cell #

Occupation/Employer \_\_\_\_\_ City/State: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Name Phone Relationship

Have you lived or worked out-of-state within the last seven years? \_\_\_\_\_ No \_\_\_\_\_ Yes

### BACKGROUND INFORMATION

Have you ever been convicted of a felony, misdemeanor or other offense or are criminal charges pending against you (other than minor traffic violations?)

\_\_\_\_\_ No \_\_\_\_\_ Yes If YES, please read the following statements and complete the information on the back of this page.

I understand and agree that:

- The information I have provided may be verified, and I give permission to conduct a check of criminal and/or driver's license records, and to make inquiry of others concerning my suitability to act as a volunteer;
- In the course of volunteering, I may be dealing with confidential information and I agree to keep said information in the strictest confidence;
- The relationship between Lomira School District and volunteers is an "at will" arrangement, and that it may be terminated at any time without cause by either the volunteer or Lomira School District;
- I grant Lomira Public School District permission to use my likeness, voice and words in television, radio, film, or in any form to promote activities of Lomira School District.
- I will supplement this form by reporting any convictions or pending criminal charges that occur after this form is completed.

I certify that I have read the above and that the information I have given on this form is true and complete without omissions of any kind.

Pending criminal charges or a record of conviction are not an absolute bar to becoming a volunteer. These will only be considered if the offenses are substantially related to the activity for which you will be volunteering. However any omission, false answer or false statement by you on this disclosure, or on any supplement, will be grounds for severance of the volunteer relationship.

\*"Conviction" means the final judgment of a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere (no contest), in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged, pardoned, reversed, set aside, or otherwise rendered invalid.

\*\*You are not required to provide information about arrests which did not lead to pending criminal charges.

1. Conviction/Pending Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Remarks:		Length and Terms of Probation	
2. Conviction/Pending Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Remarks:		Length and Terms of Probation	

- All information given by me in this disclosure is true and correct without omissions of any kind.
- I will supplement this form by reporting any convictions or pending criminal charges that occur after this form is completed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_